



## Security Survey Checklist

Outer Ring: Off-Property (In Vicinity Of Building)

Item	Activity	Time	Past Problems	Potential Problems	Security Status
Pedestrian Traffic					
Vehicular Traffic					
Subway Stops					
Bus Stops					
Train Stations					
Bus Stations					
Taxi Stands					
Public Parking					
Private Parking					
Parks or Public Squares					
Restaurants					
Other Businesses					
Street Lighting					
Neighbors' Lighting					
New Construction					
Street People					
Youth Gangs					
Other					

[illegible]



## Security Survey Checklist

Outer Ring: On-Property or Grounds

Item	Activity	Time	Past Problems	Potential Problems
Parking				
Lighting				
Sewer Openings				
Culverts				
Drain Pipes				
Utility Tunnels				
Exhaust Conduits				
Air Intake Pipes				
Sewer Covers				
Coal Chutes				
Sidewalk Elevators				
Surveillance Devices				
Fences				
Walls				
Barriers				
Guard Posts				
Card Readers				
Vehicular Gates				
Street People				
Service Personnel				
Vendors				
Other				

[illegible]



## Security Survey Checklist

Outer Ring: On-Property or Grounds

Item	How Are They Secured?	Action Needed	Priority
Parking			
Lighting			
Sewer Openings			
Culverts			
Drain Pipes			
Utility Tunnels			
Exhaust Conduits			
Air Intake Pipes			
Sewer Covers			
Coal Chutes			
Sidewalk Elevators			
Surveillance Devices			
Fences			
Walls			
Barriers			
Guard Posts			
Card Readers			
Vehicular Gates			
Street People			
Service Personnel			
Vendors			
Other			





## Security Survey Checklist

### Middle Ring: Building Exterior

Item	Activity	Time	Past Problems	Potential Problems
Entrances				
Exits				
Windows				
Roof				
Common Walls				
Other				



### Inner Ring: Building Common Areas

Item	Activity	Time	Past Problems	Potential Problems
Lobby				
Elevators				
Windows				
Doors				
Traffic Control				
Alarms				
Surveillance Devices				
Emergency Exits				
Stairwells				
Parking Garages				
Other				



Security Status	Number	Construction	Mounting

**Inner Ring: Building Common Areas**

Security Status	Number	Construction	Mounting





## Security Survey Checklist

### Middle Ring: Building Exterior

Item	How Are They Secured?	Action Needed	Priority
Entrances			
Exits			
Windows			
Roof			
Common Walls			
Other			



### Inner Ring: Building Common Areas

Item	How Are They Secured?	Action Needed	Priority
Lobby			
Elevators			
Windows			
Doors			
Traffic Control			
Alarms			
Surveillance Devices			
Emergency Exits			
Stairwells			
Parking Garages			
Other			



Action Taken	Completion Date	Cost	Comments

Inner Ring: Building Common Areas



Action Taken	Completion Date	Cost	Comments



## Security Survey Checklist

Special Ring: Offices, Key Areas or Items in the Building

Item	Activity	Time	Past Problems	Potential Problems
Entrances				
Stairs				
Exits				
Files				
Safes				
Vaults				
Other				



Special Ring: Offices, Key Areas or Items in the Building

Item	How Are They Secured?	Action Needed	Priority
Entrances			
Stairs			
Exits			
Files			
Safes			
Vaults			
Other			



Security Status	Number	Construction	Mounting

Special Ring: Offices, Key Areas or Items in the Building



Action Taken	Completion Date	Cost	Comments

These notes will help you perform your survey and prepare your plan.

### Notes:

Activity	None, light, medium or heavy. The number of people moving in and around the area at different times.
Time	Time activity takes place (i.e., "7 a.m. to 9 a.m.").
Past Problems	Number or type of past incidents.
Potential Problems	Types of problems anticipated.
Security Status	Not secure, secure at times, secure or very secure.
Action Needed	None or improvements (i.e., "Post extra security officer from 7 am - 9 am weekdays").
Action Taken	What was done and when (i.e., "Contacted security vendor 10/1/00")?
Priority	1-Now, 2-ASAP, 3-When available, 4-Good to have, 5-Nice, but not necessary.
Number	How many exist? (i.e., "four entrances," "three emergency exits" or "20 windows below the second floor"). Each one of those entrances, etc. will require a check.
Construction	Material used in construction and detail: (i.e., "wood," "metal," "glass," "fiberboard," "drywall," etc., and "steel frame," "safety glass," etc.)
Mounting	Type of hinge or frame and detail (i.e., "Bolted on with tamper-proof heads on exterior.")
How Are They Secured?	Type of locks, observation, alarm, etc.
Action Needed	Repairs or required improvements to increase security.
Action Taken	Actions taken to correct deficiencies. Is this a temporary fix until a permanent correction can be made? Who was contacted and when? How long will it take? (i.e., "Add an additional security officer at an entrance until a card reader can be installed.")
Completion Date	Critical date by which improvements must be completed.
Cost	Estimated or actual cost of the improvement.
Comments	Any additional comments needed to explain or enhance the item.